

STD 262 (REV 6/93) (DHS Electronic)

CLAIMANT'S NAME John C. Duncan			SSAN OR EMPLOYEE NUMBER		DEPARTMENT Industrial Relations	
POSITION [REDACTED]		CB/ID NUMBER	DIVISION OR BUREAU Director's Office			INDEX NUMBER
R [REDACTED]			HEADQUARTERS ADDRESS 455 Golden Gate Avenue, 10th Fl.			TELEPHONE NUMBER
CITY [REDACTED]		STATE CA	ZIP CODE [REDACTED]	CITY San Francisco,		STATE CA
						ZIP CODE 94102

MONTH YEAR		(3)	(4)	(5)	(6)	(7)				(8)		(9)		
8	2009	LOCATION WHERE EXPENSES WERE INCURRED	LODGING	BREAK- FAST	LUNCH	O.T., L/T, N/C, RELO. OR DINNER	INCIDENTALS	(A) COST OF TRANS	(B) TYPE USED	(C) CARFARE TOLLS PARKING	(D) PRIVATE CAR USE MILES AMOUNT		BUSINESS EXPENSE	TOTAL EXPENSES FOR DAY
(2) DATE	TIME													
3	0700	Tiburon to Sacramento;								P	20.00			
	1900	return								T	4.00	184	101.20	125.20
17	0630	Tiburon to Sacramento;								P	20.00			
	1900	return								T	4.00	184	101.20	125.20
18	0700	Tiburon to Sacramento;								P	20.00			
	2000	return								T	4.00	184	101.20	125.20
19	0600	Tiburon to Oakland Airport,								P	29.00			
	1900	to Burbank										35	19.25	48.25
25	0700	Tiburon to Sacramento;								P	20.00			
	1900	return								T	4.00	184	101.20	125.20
26	0600	Tiburon to Sacramento;								P	18.00			
	1800	return								T	4.00	184	101.20	123.20
28	0600	Tiburon to Sacramento;								P	10.00			
	1900	return								T	4.00	184	101.20	115.20
30	0600	Tiburon to Oakland Airport,								P	31.00			
	1800	to Burbank; return								T	4.00	70	38.50	73.50
(10)	SUBTOTALS										196.00	1209	664.95	860.95
		COLUMN CODE (ACCTG USE ONLY)												
		CLAIM TOTAL										1209		\$860.95

(11) PURPOSE OF TRIP, REMARKS, AND DETAILS (Attach receipts/vouchers when required)										(12) NORMAL WORK HOURS	
8/3: Meetings in Sacramento; worked from DIR Sacramento office.											
8/17: Meetings in Sacramento; worked from DIR Sacramento office											
8/18: Meetings in Sacramento; worked from DIR Sacramento office										(13) PRIVATE VEHICLE LICENSE NUMBER	
8/19: Attended RAND meeting in Santa Monica; worked from DIR L.A. office											
8/25: Meetings in Sacramento; worked from DIR Sacramento office											
8/26: Meetings in Sacramento:											
CALSTARS CODING										(14) MILEAGE RATE CLAIMED	
worked from DIR Sacramento office	FY	INDEX	OBJ	AG	PCA	#REFI	PROJ-WP			\$0.550	
8/28: Meetings in Sacramento;											
worked from DIR Sacramento office											
8/30: Attended L.A. Mexican											
Consulate's labor rights event											
(15) I HEREBY CERTIFY That the above statement is a true statement of the travel expenses incurred by me in accordance with DPA rules in the service of the State of California. If a privately owned vehicle was used, and if mileage rates exceed minimum rate, I certify that the cost of operating the vehicle was equal to or greater than the rate claimed, and that I have requirements as prescribed by SAM Sections 0750, 0751, 0752, 0753, and 0754 pertaining to vehicle safety and seat belt										AGENCY ACCOUNTING OFFICE USE ONLY	
										PAID BY REVOLVING FUND CHECK NO.	

(17) SPECIAL EXPENSE AUTHORIZATION - SIGNATURE AND TITLE (See item 17 in instructions)